

## Kent County Council

### Job Description: AMHP Team Leader

---

**Directorate:** Adult Social Care and Health  
**Unit/Section:** DCLDMH  
**Grade:** KSJ  
**Responsible to:** AMHP Service Manager

#### **Purpose of the Job:**

Manage the Kent AMHP Service to provide statutory Mental Health Act duties for Kent within the 24/7 Kent AMHP Service. Hold accountability for the efficient working and performance of the team, ensuring adherence to legislation and the policies and procedures of the Council.

Utilise agreed monitoring and review methods such as; dashboards, wider divisional performance reports, staff supervision and workforce reports, develop the team's knowledge base and expertise to ensure services are delivered and meet the standards required whilst promoting closer integrated working with partnership agencies and local care systems.

#### **Main duties and responsibilities:**

- Manage a team of registered and unregistered staff in the delivery of adult social care services. Ensure all staff adhere to legislation, policies, procedures, and the Safeguarding Adults Framework to deliver high quality Mental Health Act assessments. Develop the service to meet the requirements of forthcoming changes.
- Ensure that the AMHP Service can deliver its statutory duties over a 24/7 period on both a short term and medium-term bases. Address any challenges to this and actively plan for long term service provision with the wider management team.
- Ensure through quality and assurance measures that high practice standards are met and enable continued development of professional skills that meet service requirements. Keep abreast of changes and new initiatives in practice, including changes in legislation, Ensure Adult Social Care and Health Directorate and Health policies and guidance from relevant national organisations are reflected in policy and practice delivered within the Service.
- Ensure the continuous improvement of practices, procedures and initiatives to support high quality service delivery in conjunction with other key professionals. Identify and escalate issues of operational practice and inter-agency working that require improvement or development within Mental Health; and/or partner agencies including CQC, Strategic Commissioning, and NHS providers.
- Lead performance management across the service, reviewing performance tracking systems at team meetings, making sure scheduling of assessments is efficient, and taking any actions necessary to manage risk and maintain required level of performance. Support the Service Manager in monitoring and taking action in wider Divisional service performance.

- Manage the services budget and report the current position to the AMHP Service Manager.
- Alongside the AMHP Service Manager, undertake business and workforce planning, recruitment of staff, induction and development of staff (including students) utilising the Social Care Capabilities Framework, promoting quality in care as the underpinning standard of practice. Ensure there is a system in place for monitoring the outcomes from learning and development and application of knowledge and skills acquired. Manage and resolve any staffing issues, working with HR as appropriate.
- Support the Service Manager in building resilience within the team, responding to emergency planning issues and ensuring there are always business continuity arrangements in place .

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: Team Manager

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant degree or related professional qualification, e.g. Occupational Therapy, Nursing or Social Work.</li> <li>• Up to date registration as a social worker with Social Work England</li> <li>• Management qualification to level 5 or equivalent experience.</li> <li>• Has current or previous experience of working as an AMHP</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Post qualification experience.</li> <li>• Contributing to policy and practice formulation, implementation and review.</li> <li>• Joint Working with Health Authorities, other Directorates and external bodies.</li> <li>• Experience of budget, performance and staff management including Staff recruitment, supervision, motivation and development.</li> <li>• Demonstrable experience of successfully understanding and analysing performance management systems to identify development needs, addressing skills and knowledge gaps and managing poor performance</li> <li>• Prior managerial experience.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team and with staff at all levels.</li> <li>• Excellent leadership and managerial skills, with the ability to motivate self, team and staff.</li> <li>• Ability to make robust business decisions.</li> <li>• Professional and positive approach.</li> <li>• Have integrity, initiative and focus.</li> <li>• Ability to think, communicate and present information effectively.</li> <li>• Ability to make effective and robust business decisions, whilst working under pressure on a diverse range of tasks, with tight deadlines and deliver results.</li> <li>• Ability to use computer or IT equipment proficiently.</li> <li>• Demonstrable commitment to equality and diversity</li> <li>• Effective administration and organisational skills.</li> <li>• Ability to tailor your approach to each conversation to be appropriate to the customer, even in difficult or challenging situations.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Comprehensive understanding and knowledge of the relevant legislation appropriate to the client group.</li> <li>• Detailed knowledge of directorate and policies, procedures</li> </ul>

	<p>and practice.</p> <ul style="list-style-type: none"> <li>• Familiarity with recent research and government and corporate initiatives.</li> <li>• Knowledge of Financial Regulations</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>

# Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

## Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

## Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

## Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery

- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

### **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.